



CONTRACT USER GUIDE



How to Use Statewide Contract: VEH96, Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants

Contract #: VEH96

Contract Duration: 07/01/15 – 06/30/18

MMARS #: VEH96

Options to renew: Two – two year

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This contract contains: EPP

Contract Summary

This contract provides the purchase and delivery of OEM and Non-OEM motorized vehicle parts, re-refined motor oil, hydraulic oils, transmission fluids, specialty oils, greases, lubes, brake fluids, remanufactured antifreeze and windshield washer solvent. Products offered on this contract are required to meet all automotive and equipment manufacturers warranty standards and industry certifications. All equipment purchases have an established discount list. You can find this information listed on the Commonwealth's procurement web site COMMBUYS (www.COMMBUYS.com) under each Vendor's Master Blanket Purchase Order.

Benefits and Cost Savings

- Significant discounts off various Light, Medium and Heavy Duty parts, Re-refined Motor Oil, Remanufactured Antifreeze and Other Lubricants.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and

10. Other entities when designated in writing by the State Purchasing Agent.

How to Use This Contract?

Eligible Entities should place order via COMMBUYS PunchOut Catalog(s) (when applicable), COMMBUYS PO via static catalog (when applicable), and phone/email (when applicable). It is recommended that the Eligible Entity seek more than one quote as a good business practice in obtaining best value. Once you receive a quote please review it in its entirety for correct billing, shipping and pricing information.

Pricing and Purchase Options

All purchases are outright purchases with a pricing structure that provides an established Discount Percentage. After you have identified this statewide contract will meet your needs, you need to ensure that the contractor confirms that your order is being placed under VEH96 to receive the correct prices and terms. This is important even with repeat orders. Plus, all orders should be identified with the contract number VEH96.

Delivery

Delivery charges are not authorized. Same day delivery is available for parts, at no additional cost and Contractors have agreed to make a good faith effort to accomplish this. The Contractors are required to deliver goods within one business day after receipt of an order, or at a mutually agreed upon time. All parts which are not in good condition upon delivery shall be promptly replaced by the Contract. All motor oil prices must be F.O.B. destination and must be delivered to the customer within two (2) business days after receipt of an order, unless otherwise agreed upon by both parties.

Summary of Where to Obtain Important Contract Information in COMMBUYS

Vendor	Motor Oil, Non-OEM, OEM	How to Price
Dennison Lubricants	Motor Oil	Static Catalog
Genuine Parts Company – NAPA	Non-OEM	PunchOut* - estimated release November 2015
Jack Madden Ford	Non-OEM	Static
D.O.T. Fleet Services	Non-OEM	PunchOut* - estimated release March 2016
Jack Young Co.	Non-OEM	PunchOut* - estimated release February 2016
Lappen Auto Supply Co., Inc	Non-OEM	Static Catalog
Norwood Motor Parts - Allied Auto	Non-OEM	Static Catalog
Palmer Spring Co	Non-OEM	Static Catalog
Uni-Select USA	Non-OEM	PunchOut* - estimated release November 2015
WEST SPRINGFIELD AUTO PARTS, INC.	Non-OEM	Static Catalog
Imperial Parts Ford GM Dodge	OEM	Call for pricing
Marcotte Ford Sales Inc.	OEM	Call for pricing
Tri State Truck Center, Inc.	OEM	Call for pricing

* PunchOut navigation guides will be available within the specific vendors MBPO when the PunchOut goes live.

There are currently (3) OEM vendors are set up as a zero line item catalogs under their individual MBPOs in COMMBUYS. We will be opening up the bidding process for Category 1 – OEM on or around September 1st annually. The intention is to seek regional coverage for OEM vendors for various manufacturers.

There are currently (9) Non-OEM vendors (4) of which are in various stages of completing PunchOuts (once signed into COMMBUYS click the shopping cart on the upper right corner next above your name) or as zero line item catalogs under their individual MBPOs in COMMBUYS.

There is currently (1) Motor Oil vendor, Dennison Lubricants who has a detailed priced line item catalog. We will be opening up the bidding process for Category 3 – Motor Oil on or around September 1st.

There are 18 vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order.

How to place an order

Locate which region you are located in below, confirm the product you are seeking and the contractors supporting your region.

Once a quote is obtained and selected the ordering process is as follows:

- Initiate a new requisition
- Search for an item; use VEH96 in the description field; to narrow your search, you can also enter the vendor you have chosen into the vendor name field.
- Select the appropriate catalog line
- Enter the total price
- Attach the vendor quote
- Submit for approval
- Where to Find complete VEH96 contract information on COMMBUYS

Awarded Vendor, Region and Product Offerings

Vendor	Region 1	Region 2	Region 3	Region 4	Region 5	Category 1 OEM	Category 2 Non-OEM	Category 3 Motor Oil
D.O.T. Fleetparts	X	X	X	X	X		X	
Dennison Lubricants	X	X	X	X	X			X
Genuine Parts Company	X	X	X	X	X		X	
Imperial Parts Ford GM Dodge	X	X	X	X	X	X		
Jack Madden Ford			X	X		X		
Jack Young Co.		X	X	X	X		X	
Lappen Auto Supply Co., Inc	X	X	X	X	X		X	
Marcotte Ford Sales, Inc.	X	X	X	X		X		
Norwood Motor Parts dba Allied Auto Parts				X	X		X	
Palmer Spring Co.					X		X	
Tri State Truck Center, Inc.	X	X	X	X	X	X	X	
Uni-Select USA	X	X	X	X	X		X	
West Springfield Auto Parts, Inc.	X	X	X	X	X		X	

Regions

City - Region		City - Region		City - Region		City - Region	
Abington	5	Blackstone	3	Cheshire	1	East Falmouth	5
Acton	3	Blanford	1	Chester	1	East Freetown	5
Acushnet	5	Bolton	3	Chesterfield	1	East Longmeadow	1
Adams	1	Bondsville	1	Chicopee	2	East Lynn	4
Agawam	2	Boston	4	Chicopee Falls	2	East Orleans	5
Alford	1	Bourne	5	Chilmark	5	East Otis	1
Amesbury	4	Boxborough	3	Clarksburg	1	East Pepperell	3
Amherst	2	Boxford	4	Clinton	3	East Princeton	3
Andover	4	Boylston	3	Cohasset	5	East Sandwich	5
Arlington	4	Braintree	4	Colrain	1	East Taunton	5
Ashburnham	3	Brewster	5	Concord	4	East Templeton	2
Ashby	3	Bridgewater	5	Conway	1	Eastham	5
Ashfield	1	Brighton	4	Cotuit	5	Easthampton	2
Ashland	3	Brimfield	2	Cummington	1	Easton	5
Ashley Falls	2	Brockton	5	Dalton	1	Edgartown	5
Assonet	5	Brookfield	3	Danvers	4	Egremont	1
Athol	2	Brookline	4	Dartmouth	5	Erving	2
Attleboro	5	Buckland	1	Dedham	4	Essex	4
Auburn	3	Burlington	4	Deerfield	2	Everett	4
Avon	5	Buzzards Bay	5	Dennis	5	Fairhaven	5
Ayer	3	Cambridge	4	Dennisport	5	Fall River	5
Baldwinville	3	Canton	4	Dighton	5	Falmouth	5
Barnstable	5	Carlisle	4	Douglas	3	Feeding Hills	1
Barre	2	Carver	5	Dover	4	Fiskdale	3
Becket	1	Centerville	5	Dracut	4	Fitchburg	3
Bedford	4	Charlemont	1	Dudley	3	Florence	1
Belchertown	2	Charlestown	4	Dunstable	3	Florida	1
Bellingham	3	Charlton	3	Duxbury	5	Foxborough	5
Belmont	4	Charlton City	3	East Arlington	4	Framingham	3
Berkley	5	Chartley	5	East Boston	4	Franklin	3
Berlin	3	Chatham	5	East Bridgewater	5	Freetown	5
Bernardston	2	Chelmsford	4	East Brookfield	3	Gardner	3
Beverly	4	Chelsea	4	East Dennis	5	Gay Head	5
Billerica	4	Cherry Valley	3	East Douglas	3	Georgetown	4

City - Region		City - Region		City - Region		City - Region	
Gilbertville	1	Holland	2	Lowell	4	Milton	4
Gill	2	Holliston	3	Ludlow	2	Monroe	1
Glendale	1	Holyoke	2	Lunenburg	3	Monson	2
Gloucester	4	Hopedale	3	Lynn	4	Montague	2
Goshen	1	Hopkinton	3	Lynnfield	4	Monterey	1
Gosnold	5	Housatonic	3	Magnolia	4	Montgomery	1
Grafton	3	Hubbardston	3	Malden	4	Mount Washington	1
Granby	2	Hudson	3	Manchester	4	Nahant	4
Granville	1	Hull	5	Mansfield	5	Nantucket	5
Great Barrington	1	Huntington	1	Marblehead	4	Natick	3
Greenfield	2	Hyannis	5	Marion	5	Needham	4
Groton	3	Hyannisport	5	Marlboro	3	New Ashford	1
Groveland	4	Indian Orchard	1	Marshfield	5	New Bedford	5
Hadley	2	Ipswich	4	Marshfield Hills	5	New Braintree	2
Halifax	5	Jamaica Plain	4	Marstons Mills	5	New Marlboro	3
Hamilton	4	Jefferson	3	Mashpee	5	New Salem	2
Hampden	1	Kingston	5	Mattapoisett	5	Newbury	4
Hancock	1	Lake Pleasant	1	Maynard	3	Newburyport	4
Hanover	5	Lakeville	5	Medfield	3	Newton	4
Hanson	5	Lancaster	3	Medford	4	Norfolk	5
Hardwick	1	Lanesborough	1	Medway	3	North Adams	1
Harvard	3	Lawrence	4	Melrose	4	North Amherst	1
Harwich	5	Lee	1	Mendon	3	North Andover	4
Harwichport	5	Leeds	1	Merrimac	4	North Attleboro	5
Hatfield	1	Leicester	3	Methuen	4	North Brookfield	3
Haverhill	4	Lenox	1	Middleborough	5	North Dartmouth	5
Hawley	1	Leominster	3	Middlefield	1	North Dighton	5
Haydenville	1	Leverett	2	Middleton	4	North Easton	5
Heath	1	Lexington	4	Milford	3	North Egremont	1
Hingham	5	Leyden	1	Millbury	3	North Falmouth	5
Hinsdale	1	Lincoln	4	Millers Falls	1	North Grafton	3
Holbrook	5	Littleton	3	Millis	3	North Hadley	2
Holden	3	Longmeadow	2	Millville	3	North Orange	2

City - Region		City - Region		City - Region		City - Region	
North Oxford	3	Pocasset	4	South Amherst	2	Three Rivers	1
North Reading	4	Princeton	3	South Ashburnham	3	Tisbury	5
North Swansea	5	Provincetown	5	South Athol	2	Tolland	1
North Truro	5	Quincy	4	South Attleboro	5	Topsfield	4
North Uxbridge	3	Randolph	4	South Barre	3	Townsend	3
North Westport	5	Raynham	5	South Dartmouth	5	Truro	5
Northampton	2	Reading	4	South Deerfield	1	Tully	1
Northborough	3	Rehoboth	5	South Dennis	5	Turners Falls	1
Northbridge	3	Revere	4	South Easton	5	Tyngsborough	4
Northfield	2	Richmond	1	South Egremont	1	Tyringham	1
Norton	5	Rochdale	3	South Grafton	3	Upton	3
Norwell	5	Rochester	5	South Hadley	2	Uxbridge	3
Norwood	4	Rockland	5	South Lancaster	3	Village of Nagog Woods	5
Oak Bluffs	5	Rockport	4	South Lee	1	Vineyard Haven	5
Oakdale	3	Rowe	1	South	2	Wakefield	4
Oakham	3	Rowley	4	South Yarmouth	5	Wales	2
Onset	4	Royalston	2	Southampton	2	Walpole	5
Orange	2	Russell	1	Southborough	3	Waltham	4
Orleans	5	Rutland	3	Southbridge	5	Ware	2
Osterville	5	Salem	4	Southwick	3	Wareham	5
Otis	1	Salisbury	4	Spencer	2	Warren	2
Otter River	3	Sandisfield	1	Springfield	3	Warwick	2
Oxford	3	Sandwich	5	Sterling	2	Washington	1
Palmer	2	Saugus	4	Stockbridge	3	Watertown	4
Paxton	3	Savoy	1	Stoneham	1	Wayland	3
Peabody	4	Scituate	5	Stoughton	4	Webster	3
Pelham	2	Seekonk	5	Stow	5	Wellesley	4
Pembroke	5	Sharon	5	Sturbridge	3	Wellfleet	5
Pepperell	3	Sheffield	1	Sudbury	3	Wendell	2
Peru	1	Shelburne	1	Sunderland	3	Wendell Depot	2
Petersham	2	Shelburne Falls	1	Sutton	2	Wenham	4
Phillipston	2	Sherborn	3	Swampscott	3	West Acton	3
Pittsfield	1	Shirley	3	Swansea	4	West Barnstable	5
Plainfield	1	Shrewsbury	3	Taunton	5	West Boylston	3
Plainville	5	Shutesbury	2	Templeton	2	West Bridgewater	5
Plymouth	5	Somerset	5	Tewksbury	4	West Brookfield	2
Plympton	5	Somerville	4	Thorndike	1	West Deerfield	2

City - Region		City - Region	
West Dennis	5	Worthington	1
West Falmouth	5	Wrentham	5
West Harwich	5	Westborough	3
West Hatfield	2	West Yarmouth	5
West Millbury	3	Yarmouth	5
West Newbury	4	Yarmouthport	5
West Springfield	2		
West Stockbridge	1		
West Tisbury	5		
West Upton	3		
West Warren	2		
Westfield	2		
Westford	3		
Westhampton	2		
Westminster	3		
Weston	4		
Westport	5		
Westport Point	5		
Westwood	4		
Weymouth	4		
Whately	2		
Whitinsville	3		
Whitman	5		
Wilbraham	2		
Wilkinsonville	3		
Williamsburg	1		
Williamstown	1		
Wilmington	4		
Winchendon	2		
Winchester	4		
Windsor	1		
Winthrop	4		
Woburn	4		
Woods Hole	5		
Worcester	3		
Woronoco	1		